

Accounts Executive

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Accounts Executive", in the "BESI" Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Accounts Executive		
Qualification Pack Name & Reference ID. ID	BSC/Q8101		
Version No.	1.0	Version Update Date	08-04-2020
Pre-requisites to Training	10+2 with Commerce OR Graduation with 2 years of experience in the Financial Sector OR B.Com/BBA/Graduation with Economics		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none">• Ascertain different types of tax liabilities, evaluate tax compliance documents and prepare tax challans and make tax payments.• Seek and receive income tax declarations from employees, calculate net salaries after deductions, prepare salary statements giving details of earnings and deductions.• Verify the receipt / payments related documents and record the receipt / payment transactions in the book of accounts, prepare reconciliation statements and execute cash and inventory management.• Obtain and verify documents related to purchases / sales and pass accounting entries in journals.• Make provisions under various heads, prepare statement of depreciation, and prepare reports on profit and loss account and balance sheet and other financial statements.• Communicate effectively with customers, superiors and colleagues, maintain service orientation and achieve customer satisfaction.• Maintain integrity of transactions to ensure security of data and practice ethical behavior.• Focus on teamwork with a view to create a healthy team atmosphere.		

This course encompasses 8 out of 8 National Occupational Standards (NOS) of "Accounts Executive" Qualification Pack issued by "BFSI Sector Skill Council of India".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Taxation related concepts</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BSC/N8101</p>	<ul style="list-style-type: none"> Examine basic concepts like due date, previous year, assessment year, rates of taxes, TDS and TCS rates, time of deduction/collection Comply with TDS/TCS provisions, advance tax and filing of return of income E-filing tax returns 	White board, Marker, Overhead projector, Laptop, internet access, Game card
2	<p>Understanding GST Concepts</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BSC/N8101</p>	<ul style="list-style-type: none"> Comprehend the fundamental concept of GST Interpret the concept of supply Differentiate between taxable and non-taxable supply Recognize the applicability of SGST, CGST and IGST Charge of GST including composition levy Explain how IGST is levied Examine adjustment against Tax Payable and input tax credit set-off Exemptions of GST Value of supply Apply the process of making tax payment to the Government Demonstrate E-Filing Returns Evaluate tax related concepts like Time of supply of goods/services Place of supply Location of supplier of goods List down in detail tax terminologies such as Input tax credit, output tax, TDS, tax collected at source (TCS) and rates of TDS, output tax, and/or Goods and Services Tax (GST), etc. Tax invoice 	White Mark 5/12 projel with Tally software installed, internet access, Game card
3	<p>Incidence of Taxation</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code BSC/N8101</p>	<ul style="list-style-type: none"> List down the incidences of taxation Underline time of supply of goods and services Recognize the purpose of place of supply Define location of supplier of goods Define the recipient with respect to supplies involving payment and supplies not involving payment 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card

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4	Registration under GST Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code BSC/N8101	<ul style="list-style-type: none"> • Evaluate the PAN based Registration Process, its rules, and the Purpose of registration • Differentiate between single registration and multiple registrations for different business vertical • Identify whether registration should be done centrally or selectively in each state • List the details that are to be furnished during registration • Identify common mistakes made during registration • Differentiate between Taxable Person vs Registered Person • Identify the Registration Timelines – Migrations • Record the benefits of registration • Demonstrate form filling with case studies 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card
5	Calculation of Tax Liability Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code BSC/N8101	<ul style="list-style-type: none"> • Illustrate the concept of input credit • Evaluate Input Tax Credit eligibility using case studies • Identify set-offs under GST wherever applicable • Differentiate between consideration and valuation 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card
6	Payment under GST and Return filing Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code BSC/N8101	<ul style="list-style-type: none"> • Identify the types of payment, modes of payment, rules of collection of taxes • Practice preparing different Challans, CPIN & CIN • Compare TDS and TCS • Inspect cases for reversal of credit • Recognize and calculate the tax liability based on various case studies • List the penalties for late payments • Practice on the process of online payment • Return filing under GST 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card
7	Prepare and perform payroll function Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code BSC/N8102	<ul style="list-style-type: none"> • Understand the components of salary and their details • Examine the process of maintaining records of employees' details • Understand the deductions and exemptions allowable in respect of allowances and perquisites • Appreciate the meaning and components of salary for the purpose of exemption, valuation of perquisites etc. • Examine Income Tax declarations submitted by employee • Compute the deductions available under Chapter VI-A • Prepare tax computation sheet of employees • Prepare advice statement relating to Income Tax and provident fund • Prepare net salary Statement • Complete the joining formalities and record maintenance of employee details • Prepare the exit formalities of employees 	White board, Marker, Overhead projector, Laptop, Internet access, Game card



9	<p>Prepare financial statements</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code BSC/N8105</p>	<ul style="list-style-type: none"> • Understand the concept of trial balance and reason • Emphasize the process of maintaining stock ledgers, rejection in and rejection out, delivery note, etc. • Examine the process of physical verification of stocks • Evaluate the 5S model of filing records for easy retrieval of the same • Examine the concept of creating provisions for certain expenses / doubtful debts • Prepare documentation required for provisioning • Analyze the process of provisioning • Analyze depreciation and the methods to calculate depreciation • Evaluate the cost capitalization concept • Discuss the concept of block of assets • Prepare a statement of assets with details such as purchase date, applicable rate of depreciation and book value • Estimate the depreciation for each of the asset contained in the list • Prepare a report/depreciation journal/or by any other term referred to as, showing the details of depreciation calculation • Verify the entries made in the Tally software • Identify the nature of expenses and income covered in the profit and loss account • Interpret in detail profit and loss account • Prepare profit and loss statement using Tally software • Recognize the process of preparation of final accounts/financial statements • Distinguish between trading, manufacturing and profit & loss account • Understand balance sheet and its formats as per Schedule III to the Companies Act, 2013 • Identify the classifications of items/elements of the balance sheet • Interpret in detail about the major headings in the balance sheet • Prepare various reports in Tally based on the financial data 	<p>White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access. Game card</p>
10	<p>Communicate effectively and achieve customer satisfaction</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code BSC/N8902</p>	<ul style="list-style-type: none"> • Practice the art of active listening and paraphrase effectively in order to understand the customers, superiors and colleagues • Exhibit sensitivity to language, gender, cultural and social differences in addressing customers, superiors and colleagues • Exhibit: positive attitude, correct body language, dress code, gestures and etiquette • Interpret work output requirements, and receive feedback with positive attitude • Practice cooperation, coordination, and collaboration to achieve shared goals • Analyze and address problems by educating, eliminating or escalating them 	<p>White board, Marker, Overhead projector, Laptop, Internet access, Game card</p>